



Tenant Acknowledgments

- I (We) acknowledge that the Tenant Lease Video from the Texas Association of Realtors may be viewed online at www.forefrontpm.com
- I (We) acknowledge receipt of the Inventory & Condition Form and understand that it must be completed and returned to ForeFront Property Management within 5 days of the lease commencement date.
- I (We) acknowledge that utilities may not be on at the property, and I (We) must order them and transfer service immediately to avoid an interruption in service.
- I (We) acknowledge that unauthorized occupants are not allowed and that there will be an initial \$500 per person charge, plus additional \$10.00 per day charge, for each violation of the occupancy restrictions, per the lease agreement.
- I (We) acknowledge ForeFront Property Management has a Zero Tolerance Policy for late rent payments and will not waive or negotiate late fees.

Rent is due in our office on or before the first day of the month. No exceptions – even if the first day of the month falls on a Sunday or holiday.

Do we ever make an exception to this policy? Fair Housing Laws require that we treat every tenant equally, and the only way to do that is to enforce the rules the same way for everyone; we enforce late charges across the board.

- I (We) acknowledge that the lease agreement gives ForeFront Property Management authorization to have periodic visits of the property performed for the property owner.
- I (We) acknowledge that the lease agreement gives ForeFront Property Management authorization to place the property on the market for rent and show the property for the last 30 days of the lease agreement.



- I (We) acknowledge that I (We) am (are) responsible for replacing all A/C and heating system filters at the property on a monthly basis. The only filters to be used at the property will be provided by ForeFront Property Management and will be mailed directly to the property approximately every 30 days. I (We) shall properly install the filter that is provided within two (2) days of receipt. I (We) hereby acknowledge that the filters will be dated and subject to inspection by ForeFront Property Management upon reasonable notice to verify replacement has been timely made. If at any time I (We) cannot properly or timely install a filter I (We) shall immediately notify ForeFront Property Management in writing. Failure to properly and timely replace the filters is a material breach of this agreement and ForeFront Property Management shall be entitled to exercise all rights and remedies it has and I (We) shall be liable to ForeFront Property Management for all damages to the property, A/C or heating system.
- I (We) acknowledge that to prevent misunderstandings, all Tenant communications with ForeFront Property Management must be in writing. For all non-emergency communications, please email us at service@forefrontpm.com
- I (We) acknowledge that all repair requests must be in writing. Maintenance requests can be placed through our online resident portal at (<https://forefrontpropertymanagement.com/tenants/repair-request/>).
Note: Emergency repair requests may be called in to (800) 488-0952.
- I (We) acknowledge that Mailbox keys are issued by your local Post Office branch. You can pick up your mailbox key by calling (800) 275-8777. Ask USPS – Press 00 to bypass the main menu. Give the customer service person your address and zip code and they will tell you which Post Office services your property.
- I (We) acknowledge that installation of any Satellite Dish or similar signal reception device(s), as well as any mounting hardware, must be approved in writing from ForeFront Property Management and may NOT be attached to the dwelling, exterior walls, roof, fascia, windows, windowsills, fencing, etc.
A \$100 refundable security deposit is paid prior to the installation.
- I (We) acknowledge receipt of a copy of ForeFront Property Management's Home Buyer Program and that ForeFront residents can earn a financial credit towards the purchase of a home.
- I (We) acknowledge that if I (We) am (are) allowed to go on a month-to-month lease, the month-to-month rate is 25% more than our current lease rate. This offers the tenants the flexibility of going on a month-to-month lease and compensates the owner knowing the tenant, after providing a 30-day written notice, may be leaving at any time.